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Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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April 15, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

19 April 15, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTYWIDE CLASSIFICATION ACTIONS GEOGRAPHIC INFORMATION SYSTEMS OCCUPATIONAL STUDY (ALL DISTRICTS - 3 VOTES)

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding one (1) new non-represented classification, by changing the title of one (1) non-represented classification, and by reclassifying positions in various County departments.

IT IS RECOMMENDED THAT THE BOARD:

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) non-represented classification, to change the title of one (1) non-represented classification, and to reclassify 140 positions to implement results of the Countywide Geographic Information Systems (GIS) study in the departments of Assessor, Chief Executive Officer, Children and Family Services, Fire, Health Services, Internal Services, Public Health, Public Works, Regional Planning, and Registrar-Recorder/County Clerk.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

Countywide GIS Study

At the request of the Chief Information Office, a Countywide study was conducted to appropriately classify positions performing Geographic Information Systems (GIS) related functions as their primary responsibility. The lack of GIS specific classifications has hindered efforts to recruit, develop and maintain GIS technical expertise and has resulted in an over-reliance on contractors for requisite GIS skill sets. Your Board has approved the creation of a new classification series with eight (8) GIS specific classifications that addressed this occupational gap in the County's classification plan on May 15, 2012. The recommendations contained in this letter will implement the findings of this classification study by reclassifying existing County positions to the appropriate GIS classifications.

New Classification/Title Change

Since the new classification series was created, several departments requested that additional positions be reviewed due to the expanded use of GIS technology in their departments. During this review it was determined that there is a need for an additional level for GIS technician assignments. Therefore, the existing GIS Technician classification has been updated and renamed Geographic Information Systems Technician II and a new classification of Geographic Information Systems Technician I has been developed (Attachment A). These changes also provide a broader career path and easier entry into the series.

Reclassifications

Subsequent to the establishment of the new GIS classifications, we conducted a review of 263 positions representing 66 different classifications within 19 County departments. From this review, we are recommending that 140 positions within 10 departments be reclassified to the new Geographic Information Systems classification series (Attachment B).

Implementation of Strategic Plan Goals

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

FISCAL IMPACT/FINANCING

The projected budgeted annual cost for the 140 positions that will be reclassified is estimated to total \$1,060,493 (all funds). Net County cost is estimated to be \$326,027. Cost increases associated with the compensation changes will be reviewed and analyzed during the Fiscal Year 2014-15 Budget process. No additional funding is required at this time.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper compensation of positions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:BC:JA
SJM:AE:mmg

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Department of Human Resources
Chief Information Officer
Affected Departments

ATTACHMENT A**NON-REPRESENTED CLASSIFICATION RECOMMENDED
FOR ADDITION TO THE CLASSIFICATION PLAN**

Proposed Savings/Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Horizons/Choices	4419	Geographic Information Systems Technician I	88C

**NON-REPRESENTED CLASSIFICATION
RECOMMENDED FOR TITLE CHANGE**

Item No.	Current Title	Recommended Title
4411	Geographic Information Systems Technician	Geographic Information Systems Technician II

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS**ASSESSOR**

No of Pos.	Present Classification	No of Pos.	Classification Findings
18	Senior Survey-Mapping Technician Item No. 3621A 88L Represented	7	Geographic Information Systems Technician I (New Classification) Item No. 4419A 88C Non-Represented
		10	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
		1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented
2	Supervising Cadastral Engineer II Item No. 3637A 101D Represented	1	Geographic Information Systems Manager I Item No. 4417A N23 S11 Non-Represented
		1	Supervising Geographic Information Systems Technician Item No. 4412A 94L Non-Represented
1	Supervising Cadastral Engineer III Item No. 3638A 104L Represented	1	Geographic Information Systems Manager II Item No. 4418A N23 S12 Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**ASSESSOR (cont'd)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
4	Supervising Survey-Mapping Technician Item No. 3631A 92L Represented	1 3	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented Supervising Geographic Information Systems Technician Item No. 4412A 94L Non-Represented
14	Survey-Mapping Technician Item No. 3619A 86L Represented	14	Geographic Information Systems Technician I (New Classification) Item No. 4419A 88C Non-Represented

CHIEF EXECUTIVE OFFICER

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Information Systems Support Analyst Item No. 2536A NM 98B Non-Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**CHILDREN AND FAMILY SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Support Analyst II Item No. 2535A N2M 93C Non-Represented	1	Geographic Information Systems Analyst Item No. 4413A 94L Non-Represented
1	Principal Application Developer Item No. 2526A NM 104B Non-Represented	1	Principal Geographic Information Systems Analyst Item No. 4415A NM 104B Non-Represented

FIRE – SPECIAL SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Fire Dispatcher Specialist Item No. 2435A NM 84G Represented	1	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
2	Information Systems Analyst II Item No. 2591A NM 92K Represented	1	Principal Geographic Information Systems Analyst Item No. 4415A NM 104B Non-Represented
		1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**FIRE – SPECIAL SERVICES (cont'd)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Support Analyst II Item No. 2535A N2M 93C Non-Represented	1	Principal Geographic Information Systems Analyst Item No. 4415A NM 104B Non-Represented
1	Principal Application Developer Item No. 2526A NM 104B Non-Represented	1	Geographic Information Systems Manager II Item No. 4418A N23 S12 Non-Represented
2	Senior Survey-Mapping Technician Item No. 3621A 88L Represented	1	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
		1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented
1	Supervising Cadastral Engineer I Item No. 3634A 97D Represented	1	Geographic Information Systems Manager I Item No. 4417A N23 S11 Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**FIRE – SPECIAL SERVICES (cont'd)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Survey-Mapping Technician Item No. 3619A 86L Represented	1	Geographic Information Systems Analyst Item No. 4413A 94L Non-Represented
		1	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented

HEALTH SERVICES - ADMINISTRATION

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst II Item No. 2591A NM 92K Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

HEALTH SERVICES – OFFICE OF MANAGED CARE

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Systems Analyst II Item No. 2591A NM 92K Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**INTERNAL SERVICES**

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Application Developer II Item No. 2521A N2M 92L Represented	2	Geographic Information Systems Analyst Item No. 4413A 94L Non-Represented
3	Information Technology Specialist, ISD Item No. 2568A NM 110E Non-Represented	2	Geographic Information Systems Specialist Item No. 4416A NM 109D Non-Represented
		1	Principal Geographic Information Systems Analyst Item No. 4415A NM 104B Non-Represented
3	Principal Application Developer Item No. 2526A NM 104B Non-Represented	1	Geographic Information Systems Specialist Item No. 4416A NM 109D Non-Represented
		1	Principal Geographic Information Systems Analyst Item No. 4415A NM 104B Non-Represented
		1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**INTERNAL SERVICES (cont'd)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Section Manager, Information Technology, ISD Item No. 2578A NM 110E Non-Represented	1	Geographic Information Systems Manager II Item No. 4418A N23 S12 Non-Represented
7	Senior Application Developer Item No. 2525A NM 97K Represented	1	Principal Geographic Information Systems Analyst Item No. 4415A NM 104B Non-Represented
		6	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

PUBLIC HEALTH – PUBLIC HEALTH SERVICES

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Epidemiologist Item No. 1759A NM 93K Non-Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented
1	Research Analyst III, Behavioral Sciences Item No. 8973A N3M 91C Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**PUBLIC WORKS**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Associate Civil Engineer Item No. 3433A 102H Represented	1	Geographic Information Systems Manager I Item No. 4417A N23 S11 Non-Represented
1	Civil Engineer Item No. 3435A 106H Represented	1	Geographic Information Systems Specialist Item No. 4416A NM 109D Non-Represented
1	Principal Civil Engineering Assistant Item No. 3430A 96D Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented
6	Principal Survey-Mapping Technician Item No. 3628A 92L Represented	3	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
		1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented
		2	Supervising Geographic Information Systems Technician Item No. 4412A 94L Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**PUBLIC WORKS (cont'd)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Senior Civil Engineer Item No. 3436A 110H Represented	1	Geographic Information Systems Manager II Item No. 4418A N23 S12 Non-Represented
3	Senior Civil Engineering Assistant Item No. 3428A 92D Represented	1	Geographic Information Systems Analyst Item No. 4413A 94L Non-Represented
		2	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
19	Senior Survey-Mapping Technician Item No. 3621A 88L Represented	1	Geographic Information Systems Analyst Item No. 4413A 94L Non-Represented
		18	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
3	Supervising Cadastral Engineer I Item No. 3634A 97D Represented	1	Geographic Information Systems Analyst Item No. 4413A 94L Non-Represented
		2	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**PUBLIC WORKS (cont'd)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Supervising Cadastral Engineer II Item No. 3637A 101D Represented	2	Geographic Information Systems Manager I Item No. 4417A N23 S11 Non-Represented
1	Supervising Civil Engineering Assistant Item No. 3432A 96D Represented	1	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
4	Supervising Survey-Mapping Technician Item No. 3631A 92L Represented	2	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
		2	Supervising Geographic Information Systems Technician Item No. 4412A 94L Non-Represented
1	Survey Party Chief I Item No. 3893A 95D Represented	1	Supervising Geographic Information Systems Technician Item No. 4412A 94L Non-Represented
3	Survey Technician I Item No. 3889A N2 90A Represented	3	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**REGIONAL PLANNING**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Information Technology Specialist I Item No. 2569A NM 110E Non-Represented	1	Geographic Information Systems Manager II Item No. 4418A N23 S12 Non-Represented
1	Information Technology Technical Support Analyst II Item No. 2546A NM 88C Represented	1	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
2	Principal Regional Planning Assistant Item No. 4435A 98A Represented	2	Principal Geographic Information Systems Analyst Item No. 4415A NM 104B Non-Represented
3	Regional Planning Assistant II Item No. 4430A 92A Represented	1	Geographic Information Systems Analyst Item No. 4413A 94L Non-Represented
		2	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented
1	Senior Regional Planning Assistant Item No. 4431A 94A Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**REGISTRAR-RECORDER/COUNTY CLERK**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Application Developer II Item No. 2521A N2M 92L Represented	1	Senior Geographic Information Systems Analyst Item No. 4414A 99K Non-Represented
1	Election/Recorder Services Supervisor Item No. 1203A NMV 75B Represented	1	Supervising Geographic Information Systems Technician Item No. 4412A 94L Non-Represented
1	Information Systems Analyst II Item No. 2591A NM 92K Represented	1	Geographic Information Systems Analyst Item No. 4413A 94L Non-Represented
2	Intermediate Supervising Clerk Item No. 1176A NMV 70L Represented	2	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
5	Precinct Clerk Item No. 1165A NMV 63C Represented	4	Geographic Information Systems Technician I (New Classification) Item No. 4419A 88C Non-Represented
		1	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented

RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS (cont'd)**REGISTRAR-RECORDER/COUNTY CLERK (cont'd)**

No of Pos.	Present Classification	No of Pos.	Classification Findings
3	Senior Clerk Item No. 1140A NMV 67B Represented	3	Geographic Information Systems Technician II Item No. 4411A 90C Non-Represented
1	Senior Information Systems Analyst Item No. 2593A NM 100B Non-Represented	1	Geographic Information Systems Manager I Item No. 4417A N23 S11 Non-Represented